

**ASSISTANT PROGRAM COORDINATOR
WILLOUGHBY PARKS & RECREATION DEPARTMENT**

The City of Willoughby is seeking an exceptional individual for the position of Assistant Program Coordinator for our Recreation department. This beautiful suburban community contains over a dozen parks, two municipal pools and a bustling senior center that services as a recreation center for the rest of the City on nights and weekends.

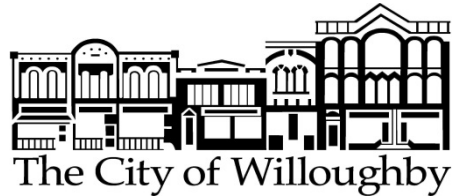
This is a part time position that will report to the Senior Center Manager. This position we are seeking to fill is at the David E. Anderson Senior Center at Union Village. The successful candidate must have one (1) or more years of experience in municipal recreation department or similar senior facility, administering recreational, social or educational programs/activities **for adults age 55 and over**, be team oriented, creative, self-motivated and enthusiastic with exceptional leadership and collaboration skills and possess strong communication and interpersonal skills. Additionally, they will promote the success of the Willoughby Senior Center with positive representation and help to create and build an optimistic, helpful, encouraging atmosphere.

The starting hourly wage is \$16.50; 24-32 hours per week as needed.

Interested candidates should send a resume to Human Resources, Willoughby City Hall, 1 Public Square, Willoughby, OH 44094 or via email hrjobs@willoughbyohio.com by September 15, 2024. Refer to <http://willoughbyohio.com/government/employment/> for more details.

AN EQUAL OPPORTUNITY EMPLOYER

See next page for Full Job Description



**PARKS AND RECREATION
ASSISTANT PROGRAM COORDINATOR**

RESPONSIBILITY: Under general direction, plans, organizes, coordinates and implements recreational, social, education and transportation programs and activities for citizens of all socio-economic groups and varying age groups. Incumbents may focus on a particular age group such as senior citizens. They are responsible for recruiting, interviewing, training and coordinating the activities of instructors, volunteers or employees.

ESSENTIAL DUTIES: (These are examples only. Any employee may be required to perform other duties in an emergency, or for short periods of time when substituting for another worker who is on authorized leave without any change in title or rate of pay.)

Plans, organizes, and implements recreational, social educational and activities including determining type of program or activity, target group, fee schedule, costing, scheduling, making necessary arrangements, engaging instructions or conducting/facility activity, and evaluating success and benefits of programs.

Recruits, coordinates and supervises program instructors and volunteers in teaching programs and classes or in leading and/or assisting in activities.

Participate in the use of the shared calendars when scheduling programs, classes and events.

Communicate with volunteer coordinator the number of volunteer needs that are required for scheduled programs, events.

Monitor inventory of supplies and equipment, prepares/submits requisitions and orders items needed.

Interact with and assist members.

Market programs/activities/trips through media relations, social media etc. Help build positive relations within the team and external parties.

Must possess a valid State of Ohio driver's license.

Assist with Administrative work, answer phones, register members, answer member questions, etc.

Performs other duties of a similar nature or level.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of recreational/leisure needs of general and special populations
- Familiarity with community organizations and available resources
- Competent in oral and written English language sufficiently to prepare promotional material.
- Capable of maintaining organization in record retention.
- Skilled at creative thinking, resourcefulness and the planning and execution of activities and events.

- Basic understanding of mathematical computation
- Adept at communication, interpersonal skills as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Maintain a satisfactory Motor Vehicle Report
- Able to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and for up to 10 pounds of force constantly to move objects.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

One or more years of previous experience in a municipal recreation department, or similar senior facility, administering recreation, social, and/or educational programs and activities of an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. A valid State of Ohio Driver's License.

SERVES AT THE PLEASURE OF THE MAYOR WITH CONFIRMATION BY CITY COUNCIL